

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Office of Personnel**

**District Personnel Manual Issuance System**

This bulletin should be filed  
behind the divider for Part III of  
DPM Chapter(s) 12

DPM Bulletin No. 12-226

**SUBJECT:** Voting on Tuesday, September 12, 2006

**Date:** August 22, 2006

As in previous years, this District Personnel Manual (DPM) bulletin is issued to remind and encourage all District government employees who are eligible to vote to accept their responsibility and exercise their right to vote; and outline the policy on excused absences for the purpose of voting on **Tuesday, September 12, 2006**.

**EXCUSED ABSENCE –**

- An *EXCUSED ABSENCE* is an absence from duty administratively authorized without loss of pay and without charge to leave. An excused absence is ordinarily authorized on an individual basis, except where a particular location/building is closed, or a group of employees is excused for various reasons/purposes.

**Policy on Excusing District Government Employees for the Purpose of Voting**

The policy on excusing employees for the purpose of voting is specified in Chapter 12 of the District Personnel Manual (DPM), Hours of Work, Legal Holidays, and Leave; Part II, Subpart 10, *Excused Absences*, Section 10.3 and Appendix E, *Guidelines for Granting Excused Leave for Voting*. The policy is outlined below as a reminder.

Agency heads should take whatever steps are necessary to ensure that agency employees are informed of this policy. **Employees should also be reminded to make arrangements in advance with their respective supervisors regarding any anticipated use of administrative leave under the provisions of this bulletin.**

**Voting in the District of Columbia and Maryland on September 12, 2006**

**1. General Rule:** Polling places in the District of Columbia and Maryland are open from **7:00 a.m. to 8:00 p.m.** Whenever the polls are not open at least three (3) hours either before or after an employee's regular tour of duty, the general rule is that the employee will be excused for an amount of time which will permit him or her to report for work three (3) hours after the polls open or to leave work three (3) hours before the polls close, whichever requires the lesser amount of absence. In other words, the employee will either be able to vote between 7:00 a.m. and 10:00 a.m., or between 5:00 p.m. and 8:00 p.m., whichever results in the least amount of excused absence from work.

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*Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]*

**Inquiries:** DCOP, Office of Policy, (202) 442-9644

**Distribution:** Heads of Department and Agencies, HR Advisors, and DPM Subscribers

**Bulletin Expires:** September 30, 2006

**2. Exception to the General Rule for Voting in the District of Columbia:** Employees voting in the District of Columbia may have inadequate time to vote before reporting to work, even though polls are open from 7:00 a.m. to 8:00 p.m. It is expected that, as in the previous elections, large numbers of voters will go to the District polls in the evening, thereby overburdening the voting facilities. Therefore, to help avoid undue overburdening of the polls during the evening hours, employees may be granted an amount of excused absence as may be necessary (up to a maximum of two (2) hours) to permit them to vote prior to reporting for duty. The excused absence should be limited to actual need, and employees will be expected to arrive at their voting place as early as possible to minimize the amount of excused absence needed to permit them to vote and report to work.

In applying the provisions of this bulletin, departments and agencies should take any necessary measures to control the number of employees to be absent in order to avoid disruption of public business.

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